

ATTACHMENT A – STATEMENT OF WORK
LEGACY CORE STORM SEWER IMPROVEMENTS
TOWN OF WHITESTOWN, INDIANA

This Statement of Work is executed as of the _____ day of _____, 2016 by and between the Town of Whitestown ("Whitestown") and ms consultants, inc. ("Contractor"). Whitestown and Contractor agree that all of the Services authorized by this Statement of Work shall be subject to the terms and conditions set forth within the Uniform Contract for Services for General Engineering Services between Whitestown and Contractor dated September 14, 2016 (the "Master Agreement"). Upon execution of this Statement of Work, the Master Agreement shall be incorporated into and be considered a part of this Statement of Work as if set forth herein in its entirety. Any capitalized terms which are not defined herein shall have the meanings defined in the Master Agreement.

1. Description of Project. The Project which is covered by this Statement of Work is described as follows: Provide Design, Bidding and Construction Administration services for the Legacy Core Storm Sewer Improvements in downtown Whitestown. The project is described in the attached Indiana Office of Community and Rural Affairs grant application.
2. Contractor's Scope of Services. The Services to be performed by Contractor under this Statement of Work includes all of the following: Contractor will provide design, bidding and construction administration services that include:

Design Services

1. Coordination with Whitestown, residents, site design visits and review of existing drawings
2. Field survey and measurements to determine best location for new storm sewers
3. Coordination with all utilities
4. Hydraulic storm sewer design and pipe sizing
5. Design of new Water Quality Treatment Device prior to discharge at Jackson Run
6. Preparation of construction drawings for bidding purposes
7. Preparation of Project Manual for bidding purposes
8. Preparation of opinion of probable construction cost
9. Submission of 75% plans, review with the Whitestown and Final Plan submission
10. Preparation of all permit submittals

Bidding Services:

1. Provide all documents for bidding per OCRA standards
2. Distribute all documents to all Plan Holders

3. Maintain Plan Holders' list
4. Conduct pre-bid meeting, issue Addendums
5. Assist the Whitestown in bid evaluations
6. Prepare contract documents

Construction Services:

1. Attend and manage pre-construction meeting
2. Review shop drawings
3. Respond to all Contractor RFIs
4. Provide weekly interaction to Whitestown's inspector
5. Attend and manage monthly progress meetings
6. Provide review and approval of Contractor pay claims
7. Conduct Substantial Completion walk through
8. Prepare Punch lists
9. Prepare record drawings

3. Contractor's Deliverables. As part of the Services to be performed by Contractor, Contractor shall provide to Whitestown the following Deliverables:

1. Preparation of construction drawings for bidding purposes that include:
 - a. Cover Sheet
 - b. Index / General Notes Sheet
 - c. Storm Sewer Plan & Profile Sheets
 - d. Erosion Control Sheets
 - e. Structure Data Table Sheets
 - f. Details
2. Preparation of Project Manual for bidding purposes
3. Preparation of opinion of probable construction cost
4. Preparation of construction contract documents
5. Applicable reports during construction
6. Final record drawings and digital GIS submission

4. Contractor's Schedule. Contractor shall perform the Services in accordance with the attached Schedule for the Services or in accordance with the following time limits (if any):

75% Submission	within 90 days of NTP
Advertisement for Bids	within 20 days of review
Construction schedule	to be determined

5. Contract Documents. The following Contract Documents are incorporated into and shall be a part of this Statement of Work as if fully stated herein:

- A. This Statement of Work;
- B. The Master Agreement;
- C. OCRA Grant Application.

6. Method of Payment. Contractor shall be paid for satisfactory performance of the Work related to the Project on the following basis:

Design Services: Lump Sum amount of \$146,800.00
Bidding Services: Lump Sum amount of \$ 8,400.00
Construction Admin.: Lump Sum amount of \$ 51,100.00

Total lump sum amount of \$206,300.00

7. Effective Date. The Effective Date for this Agreement shall be the date as stated at the top of the Attachment A to the Uniform Contract for Services.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Work to be effective as of the Effective Date.

WHITESTOWN:

CONTRACTOR:

Town of Whitestown

ms consultants, inc.

By: _____

By: _____

Name: Dax Norton

Name: Daniel R. Cutshaw, P.E.

Title: Town Manager

Title: Director of Indiana Operations